

TEAM 21 SITE COORDINATOR

GENERAL STATEMENT OF DUTIES: The Site Coordinator is employed by the City of Wyoming to oversee the operation of the TEAM 21 after school and summer program at a school site.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Director of Community Services and the direct supervision of the Recreation Programmer II-TEAM 21 Program Director.

ESSENTIAL FUNCTIONS/TYPICAL TASKS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Oversee the planning and implementation of the after school and summer program at a school site
2. Supervise students during program hours, maintaining a safe and engaging environment; ensure check-out procedures are followed for parent/guardian pick-up, bussing and/or walking
3. Maintain effective communication with members of the school staff about student needs, curriculum and program offerings, facility use, upcoming events and other aspects of the after school and summer program
4. Recruit, hire, and supervise Group Leader staff, equipping them with the tools necessary to perform their job duties effectively and in compliance with all regulations and policies; consult with the TEAM 21 Program Director to resolve issues in this area
5. Coordinate and schedule volunteers and contracted vendors to provide services at a school site, ensuring that proper background checks are completed and on file, and providing a brief on-site orientation
6. Manage assigned budget, maintaining meticulous records of expenditures and planning effectively for anticipated expenses
7. Schedule and facilitate on-site professional development offerings for Group Leader staff, contracted vendors and volunteers, and complete necessary reporting and record-keeping
8. Contact parents/guardians of students through telephone and written communication to provide updates and coordinate efforts and resources to best meet individual student needs
9. Ensure that program spaces are safe for students and staff by inspecting them prior to use and maintaining a secure facility
10. Complete necessary reporting of suspected child abuse/neglect in accordance with role as a Mandated Reporter
11. Meet regularly with TEAM 21 program director, other assigned city staff, and school administrators; attend school staff meetings as requested to provide updates on the program, answer questions and brainstorm collaborative opportunities with school-day staff

12. Oversee group leader staff and partners, vendors and volunteers in interacting with students and managing student behaviors, and develop systems to encourage positive decision-making for students
13. Prepare accurate and timely correspondence, records and reports
14. Market and promote after school and summer program to students, families, and community members
15. Organize student and staff files, professional development records, and center postings, and work to maintain compliance with the State of Michigan licensing rules and regulations for child care centers
16. Update database with attendance, activities, and other program related information
17. Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. Background in education, social work, recreation or other related human services field
- B. Two or more years' experience working with youth, specifically K-9th grade, in a structured program setting
- C. Qualifications must satisfy the State of Michigan licensing rules and regulations for child care centers
- D. Possess a valid Motor Vehicle Operator's License
- E. Able to communicate effectively verbally and in writing; able to prepare detailed, accurate and timely reports and work within deadlines
- F. Possess excellent organizational and record-keeping skills
- G. Able to problem solve, working successfully in an environment that requires adapting to last minute changes
- H. Able to establish excellent working relationships, maintaining a positive and congenial attitude and using good judgment in interacting with others
- I. Able to supervise staff, maximizing their strengths while also effectively addressing areas where growth is needed
- J. Proficient in use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day, the employee is required to be physically active, including bending, stooping, sitting, standing and/or walking. The employee is frequently required to be mobile in an office or school setting and outdoors, including occasionally traversing uneven terrain. The employee is frequently required to use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

The employee works primarily at a program site, typically a school, and may work occasionally in an office setting. The employee may be required to travel to varied locations in inclement weather conditions. The noise level in the work environment can range from moderate to loud while at program sites, with quiet in an office setting.

SCHEDULE:

- 50 weeks per year
- 35 hours per week
- Monday – Thursday, with some morning and evening meetings. Occasional Friday and weekend responsibilities
- Typical schedule:
 - School Year: Monday – Thursday, 10:00 AM – 6:45 PM
 - Summer: Monday – Thursday, 7:30 AM – 4:15 PM

HOW TO APPLY:

Apply online: <https://www.wyomingmi.gov/jobs>

Please attach a resume and cover letter to the application.

ADDITIONAL INFORMATION:

City of Wyoming
Community Services Department – Parks and Recreation
1155 28th Street SW
Wyoming, MI 49509
616-530-3164
www.wyomingmi.gov/team21
team21@wyomingmi.gov

Updated February 2020